

Section 4: Performance Reports

4.0 OVERVIEW

States must submit performance reports (excluding financial information which is submitted quarterly with the SF 270 per Section 3.0) on a quarterly or semi-annually basis to HQUSACE. The report will provide information on the State's services in support of environmental restoration at each installation. States should submit these reports electronically, if possible, and the signed originals by mail. HQUSACE will forward copies to Headquarters for the DoD Components. Another copy will be posted on the Internet. Instructions for posting this copy will be furnished by HQUSACE and posted on the Internet.

These reports are due to HQUSACE 30 days after the reporting period. Quarterly reports would be due by October 30, January 30, April 30, and July 30 of each CA YEAR. Semi-annual reports would be due by January 30 and July 30 of each CA YEAR. Although DoD Components prefer quarterly reports, it is between the State and the DoD Component to agree upon a reporting frequency. Each report describes activities for the preceding three months (for quarterlies) or six months (for semi-annuals) for each installation. When submitting their CA applications, States will inform HQUSACE whether they will be submitting reports quarterly or semi-annually.

4.1 REPORT CONTENT

The reports will contain information on the State's activities at each installation where reimbursement is sought. The report may begin with an introductory "Highlights" section, as described below:

Highlights

This is an optional feature. This is a space limited to about a half page that is devoted to an activity or situation that the State would like to bring to the attention of the broad DoD audience. This section offers the State an opportunity to share information that would be of value to all the DoD Components, but which, otherwise, might be found only under one DoD Component's installation narrative. This information would be valuable to the cleanup community or environmental restoration program at-large.

The remainder of the report will consist of descriptions of the State's activities at each installation where reimbursement is sought. This section of the report will provide the following for each installation:

State Accomplishments

This is a narrative description of the State's activities in support of cleanup at each installation, organized according to the paragraphs below. Efforts should be made to limit this section to a half page or less.

- A. Progress:** Give one or two sentences on overall progress. Note whether the State is on schedule, behind, or ahead of schedule, as compared to the original joint CA Execution Plan for the CA in Step 2 of the six-step process.
- B. Challenges:** Describe what obstacles developed that kept the State from fully implementing the objectives of the work plan, or that the State had to overcome in order

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to meet the objectives. Provide recommendations to overcome these obstacles, if possible. If there were none, indicate none.

- C. Success Stories:** Describe any successes the State would like to document here. If none, indicate none.

Joint CA Execution Plan Progress

States may choose between the following two options for the format of this section of the description of State activities for the installation.

Option A:

The State will use the most current Two-Year Joint CA Execution Plan for the current CA period, adding a column on the right titled "Status of Work". For each task line or milestone on the work plan, the State will indicate whether it has been completed, is in-progress, or pending. A sample is provided in **Appendix K**.

Option B:

Instead of annotating the Two-Year Joint CA Execution Plan, the State may use excerpts from reports already prepared for internal reporting purposes, if the internal report provides the same information as Option A, albeit in a different format. A sample is provided in **Appendix K**.

For example, a performance report for State ZA, for example, would be organized as follows:

Highlights: A new method for removing TCE from groundwater, devised by the State of ZA, was successfully used at Camp Swampee (Army BRAC 4) and Oceanbay Naval Base (Navy DERP). The Air Force is interested in seeing a demonstration. The DoD Components may urge other States to adopt this methodology at an upcoming technology transfer meeting.

Camp Lovely, Army DERP

1. State's Accomplishments
 - A.
 - B.
 - C.
2. Two-Year Joint CA Execution Plan Progress

Smith Air Force Base, Air Force BRAC 4

1. State's Accomplishments
 - A.
 - B.
 - C.
2. Two-Year Joint CA Execution Plan Progress